

POSITION DESCRIPTION

Administrative Assistant – Learning Diversity and Wellbeing



The Administrative Assistant – Learning Diversity and Wellbeing position is responsible to the Principal through the Director of Learning Diversity and Deputy Principal (Staff) and provides administrative support across two key areas:

- **Learning Diversity:** Provide dedicated administrative support to the Director of Learning Diversity and the Learning Diversity team, including Program Support Group (PSG) coordination, NCCD documentation and compliance, IEP and ILA administration, Special Provision documentation, Learning Support Officer (LSO) administration, student records and other Learning Diversity administrative requirements.
- **Directors' Administration:** Provide administrative support to the Directors of Students, including meeting and calendar coordination, faculty correspondence, documentation, record keeping, administration of student intervention and support, event coordination and other administrative duties that support the effective operation of their respective areas.

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make.

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

RESPONSIBILITIES:

Learning Diversity Administrative Support

Provide dedicated administrative support to the Director of Learning Diversity and the Learning Support team, including:

- Coordinate and schedule Program Support Group (PSG) meetings with parents/carers, staff and relevant external professionals.
- Prepare agendas, meeting documentation and relevant records for PSG meetings.
- Follow up outstanding documentation and actions arising from PSG meetings.
- Assist with NCCD documentation and administrative compliance requirements, including distribution and follow-up of documentation requiring parent/carer signatures.

- Assist the VCE Coordinator with the preparation and administration of Special Provision documentation and arrangements.
- Assist with the daily administrative organisation and coordination of Learning Support Officers (LSOs).
- Maintain accurate and current student Learning Diversity records and documentation.
- Assist with checking IEP documentation for completeness, including SMART goals and relevant reports, and refer matters requiring professional judgement to the appropriate staff member.
- Assist with the administration of parent correspondence relating to medical documentation and student learning support requirements.
- Assist with checking modified reports for completeness and accuracy.
- Assist with the preparation, collation and distribution of Learning Diversity correspondence and documentation.
- Assist with maintaining accurate records relating to student adjustments, learning support and NCCD requirements.
- Enter and maintain relevant student and Learning Diversity data in the College's management systems.
- Assist with coordinating appointments and meetings involving parents/carers, Learning Diversity Leaders, students, teachers, LSOs, counsellors, Allied Health professionals and other relevant personnel.
- Assist with the administrative coordination of visiting Allied Health professionals.
- Provide general administrative support to the Learning Support team to assist with the efficient day-to-day operation of the Learning Diversity function.
- Maintain confidentiality and ensure student and Learning Diversity information is handled appropriately and in accordance with College policies and procedures.

Directors' Administrative Support

Provide administrative support to the Directors of Students, including:

- Provide general administrative and organisational support to the Directors in the day-to-day operation of their respective areas.
- Assist with maintaining calendars and scheduling meetings, appointments and interviews with students and parents and external professionals.
- Coordinate meeting arrangements, including room bookings, invitations, agendas, papers and other required documentation.
- Liaise with staff, parents/carers, students, Executive members, auxiliary school groups and external parties regarding routine administrative matters.
- Prepare correspondence, communications and other documentation as directed.
- Proofread correspondence, publications and other materials prepared by the Directors.
- Maintain accurate and appropriately organised electronic and hard-copy records and files.
- Prepare and distribute agendas, meeting papers and minutes for nominated meetings, as required.

- Answer and appropriately direct telephone calls and general enquiries addressed to the Directors of students.
- Receive and appropriately refer urgent, sensitive or confidential matters to the relevant Director.
- Liaise with external providers and third parties regarding administrative matters, as directed.
- Assist with the preparation of presentations, reports, spreadsheets and other administrative materials.
- Undertake information gathering and research as requested by the Directors.
- Assist with the administration and coordination of College events, including venue bookings, invitations, catering and resources.
- Assist with student administration and record keeping relevant to the Directors' respective areas of responsibility.
- Assist with administrative arrangements relating to student wellbeing, pastoral care and student support matters referred to the Directors.
- Assist with scheduling and coordinating student appointments with counsellors, advisors and other support staff, as required.
- Assist with ad hoc administrative tasks and projects as directed.
- Provide administrative assistance across College offices and campuses, including Student Services, Reception and other areas, when required.
- Maintain accurate data and records in the College's management systems.
- Generate reports and data for administrative purposes, as required.
- Participate in relevant staff meetings, training and professional development activities.

OTHER DUTIES

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal, Deputy Principal(s) the Directors and the Director of People and Culture
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

POSITION CLASSIFICATION:

- Position: Administrative Assistant – Learning Diversity and Wellbeing
- Remuneration: Education Support Officer – Category B, Level 2
- Tenure: Full time - ongoing.
- Review - a performance review process will be developed based on a self and peer appraisal.

KEY SELECTION CRITERIA

- Relevant experience in an Administrative Assistant or similar administrative support role.

- Experience in organising and providing administrative support for meetings, including scheduling, preparation of agendas and documentation, minute taking and follow-up.
- Experience in an educational or not-for-profit environment is desirable.
- Strong administrative and organisational skills, with the ability to work independently and with minimal supervision.
- Demonstrated ability to prioritise competing tasks and manage time effectively.
- Demonstrated initiative and a willingness to identify and implement practical improvements to administrative processes and efficiency.
- Demonstrated ability to work effectively in an environment with changing priorities and competing deadlines.
- Ability to exercise appropriate discretion and maintain confidentiality when dealing with staff, student and College matters.
- Well-developed written, verbal and interpersonal communication skills.
- Sound computer literacy and confidence in using relevant administrative and information management systems.
- Commitment to maintaining high standards of accuracy, quality and service, and to continually developing relevant skills and knowledge.
- Demonstrated ability to work collaboratively as a member of a team, contribute to shared goals and provide support to colleagues.
- A positive, professional and cooperative approach, with generosity of spirit, optimism and enthusiasm.
- Commitment to and compliance with the Child Safe Standards, College policies and procedures, and all relevant child safety requirements.
- A current National Criminal Records Check.
- A current Working with Children Check Card.
- Experience in a school setting and familiarity with the Synergetic school management system are highly desirable.